Role Profile

Job Title: Press Office Assistant

Reports to: Senior Press Officer

Overall Aim:

• Overall responsibility for smooth running of the SMC’s press office functions, including all logistical aspects of press briefings
• To provide support for the Press Officers including with their recruitment of and relationships with scientists
• To carry out evaluation and monitoring of the SMC’s press work, as well as routine upkeep of the Centre’s press contacts
• To maintain the SMC’s database resources and perform IT support and problem solving for the team as required

Key Responsibilities

1. Upkeep of the SMC’s expert database
2. Upkeep of the SMC’s website, including posting content
3. Upkeep of the shared drive of office documents, templates, files etc
4. Monitoring the media for news articles and comment articles of interest to the SMC and sharing these with the team
5. Handling incoming phone calls and emails from journalists
6. Monitoring the media landscape, including looking at and reporting to the team on trends and changes in how people consume media
7. Monitoring social media for topics and discussions relevant to the SMC
8. Tweeting the SMC’s output

9. Working with the Head of Operations and Operations and Executive Assistant on office issues, as required

10. Helping with recruitment of scientists to the database, including prompting Press Officers to recruit, drafting recruitment emails and carrying out quality control of potential new recruits

11. Overall responsibility for booking rooms and facilities (catering, audio-visual etc.) for SMC press briefings, including managing bookings with the Wellcome Collection Conference Centre and the Wellcome Trust

12. Overall responsibility for the logistics and running of all press briefings, including setting up and ensuring the smooth running of Zoom, recording attendees, preparing signage, audio recording, preparing and distributing documents

13. Compiling detailed and timely reports of media coverage of SMC activities and other work to monitor the SMC’s output

14. Supporting the Chief Executive’s press work, including formatting and working with templates, and scheduling press briefings by liaising with external partners

15. Leading on upkeep of press lists for use by the SMC team, including relevant back-up documents – supported by Ops & Exec Assistant

16. Providing support to other members of the SMC where necessary

17. Delegating tasks to and instructing SMC interns, where necessary

18. Participating in out-of-hours media work as and when required, to support the press office team and leading on scheduling holiday press cover

Please also be aware of and follow the Science Media Centre’s policies and procedures, with particular attention to health and safety, equality and diversity and client service excellence.

To further your development and knowledge you will be expected to attend training as necessary.

The Science Media Centre reserves the right to amend this role profile as necessary, after consultation with the post holder, to reflect changes in or to the job
## Role Experience, Knowledge and Skills Profile

### Job Title

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<th>Experience</th>
<th>Essential</th>
<th>Desirable</th>
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<td></td>
<td></td>
<td>· Experience of working in a press office or similar environment</td>
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<td>Knowledge &amp; Qualifications</td>
<td>· Degree level</td>
<td>· A science degree or similar background</td>
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<tr>
<td>Skills</td>
<td>· Excellent organisational and administrative skills</td>
<td>· Experience of Access database maintenance</td>
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<td>· Excellent communication skills</td>
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<td>· Excellent IT skills – including extensive knowledge of Microsoft Office 365</td>
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<td>· Ability to work under pressure in an extremely busy environment</td>
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<td>· Ability to multi-task and prioritise</td>
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<td>· Ability to work on own initiative</td>
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<td>Personal style and behaviour</td>
<td>· Personal commitment to the values, vision and objectives of the Science Media Centre</td>
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<td>Other requirements</td>
<td>· Commitment to quality and best practice in all aspects of the Science Media Centre’s operations</td>
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<td>· Evidenced commitment to equality and diversity</td>
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Issued on behalf of the Science Media Centre

Signed: 

Name (Please print):